

THE STATUS OF MICRO ENTERPRISES DURING  
THE PANDEMIC IN UBAY, BOHOL

College of Technology and Allied Sciences  
BOHOL ISLAND STATE UNIVERSITY  
Zamora, Bilar, Bohol

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Jenalyn P. Lamoste  
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**A Thesis  
Presented to the Faculty of the  
College of Technology and Allied Sciences  
BOHOL ISLAND STATE UNIVERSITY  
Zamora, Bilar, Bohol**

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**In Partial Fulfillment  
Of the Requirements for the Degree  
In Bachelor of Science in Office Administration**

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**Jayia C. Butlay  
Rogine J. Galula  
Jenalyn P. Lamoste  
Cecille D. Tablon**

**July 2022**

## APPROVAL SHEET

This thesis entitled "THE STATUS OF MICRO ENTERPRISES DURING THE PANDEMIC IN UBAY, BOHOL" prepared and submitted by Jayia C. Butlay, Rogine J. Galula, Jenalyn P. Lamoste, and Cecille D. Tablon in partial fulfilment of the requirements for the degree Bachelor of Science in Office Administration has been examined and recommended for acceptance and approval for oral defense.

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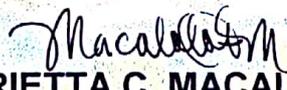
  
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## ACKNOWLEDGMENTS

First and Foremost, praises and thanks to the God Almighty, for His showers of blessings and bestowing upon us the needed guidance and protection, strength and courage, knowledge and perseverance, wisdom, good health, financial assistance and other logistic provisions to surpass the hardships in conducting this study.

The researchers would like to express their heartfelt appreciation, acknowledgement, and gratitude to everyone whose advice and support were instrumental in making this manuscript into a reality.

**Dr. Marietta C. Macalolot**, Campus Director, for her final approval of the manuscript;

**Dr. Arlen B. Gudmalin**, Dean of the College of Technology and Allied Sciences, for her valuable suggestion of the manuscript;

**Mrs. Jes Maries M. Mendez**, Thesis Adviser, for her valuable time, expertise, patience as well as her sincerity, perseverance and encouragement, which the researchers will never forget. Her never ending energy and enthusiasm for research inspired us to complete this piece of work;

**Dr. Manolito C. Macalolot**, Thesis Editor, for his unwavering support and patience during the editing process;

**Ms. Dona Ruth B. Talo**, Thesis Statistician, for her patience in assisting and guiding the researchers through the data analysis and interpretation process;

Countless thanks to the classmates, co-researchers, friends and especially to the beloved parents for sharing pieces of advice, encouragement, assistance, guidance, prayers, love, efforts, financial and moral support.

Lastly, the researchers would like to thank all of the respondents who took part in their survey, as well as of the researchers' friends who are not mentioned but have made significant contributions and have consistently encouraged the researchers to pursue higher goals.

## ABSTRACT

The main objective of this study was to know the status on micro enterprises during pandemic in Ubay, Bohol. Particularly, the study desired to answer the profile of the micro enterprises, the conditions of the micro enterprise during the pandemic and the actions considered by micro enterprises during the pandemic. This research has utilized the descriptive method and the main tool for gathering data is through a survey questionnaire and using a simple percentage and weighted mean score. The study was conducted in Ubay, Bohol. The researchers provided survey questionnaire to 100 micro enterprise owners but only 30 of them responded during the conduct of the study. The study used the likert scale. The findings showed that most businesses are merchandising and has age of more than 10 years. The micro enterprise condition during the pandemic was moderate, indicating that their products/services were affordable as based on the market price. The actions considered by micro enterprises were frequent, indicating that the enterprise produces quality goods or services that can satisfy the customers. In conclusion, the status of micro enterprises in Ubay, Bohol is moderate conditions or unaffected since the micro enterprise owners have taken actions to cope up with the pandemic.

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## Chapter 1

### THE PROBLEM AND ITS SCOPE

#### Rationale

Enterprise is another word for a for-profit business or company, but it is most often associated with entrepreneurial ventures. People who have entrepreneurial success are often referred to as “enterprising”. Enterprise means to plan a business, to start it and run it. To bring the factors of production together, assign each its proper task, and pay them remuneration when the work is done. It implies not only running of a business, but also shouldering the loss, if any. The man who undertakes all this work is called an organizer, or, more commonly, an entrepreneur. Organizing and risk-taking are the two main functions of the entrepreneur. Firms start when entrepreneurs organize resources and take risks in the expectation of earning a profit.

The term micro enterprises, is also known as a micro business, refers to a small business that employs few people. A micro enterprise usually operates with fewer than 10 people and is started with a small amount of capital advanced from a bank or other organization. Most micro enterprises specialize in providing goods or services for their local areas. Micro enterprises are small businesses that are financed by microcredit, a small loan available to people who have no collateral, credit history, savings, or employment history. The modest loans are often sufficient to get a small local business off the ground. These businesses serve a vital purpose in improving the quality of life for people in developing

countries, and generally provide a product or service in their communities. Micro enterprises not only help improve the quality of life for business owners, but they also add value to the local economy. They can purchasing power, improve income, and create jobs.

The early effects of COVID-19 on micro business and entrepreneurs are not well known because of the lack of timely business-level data released by the government. There is still a lack of literature on the impact of new and emergent crisis like a pandemic outbreak on micro-enterprises. It is postulated that micro-enterprises in the less developed areas are exposed to greater challenges than larger enterprises or in urban areas, especially during a crisis. The impact of crisis or disaster on a business enterprise should be of great concern to entrepreneurs as it affects current and future business performance. Statistics have shown that about 75% of businesses without a continuity plan will fail within three years after a disaster or crisis strikes (Cook, 2015).

According to Laliberte-Alle (2020), COVID-19 had a positive impact on her business. It provided the opportunity to take a pause on client facing activities and work on project processes and back-end systems. One in six respondents indicated that COVID-19 has had a positive impact on their business, and over one quarter sees opportunities to expand their business.

The purpose of this study is to know the status of micro enterprises during the pandemic in Ubay, Bohol. It contains information on how micro enterprises

status in the new normal state, so that, people will know if it is still possible to engage in a business during this time of crisis.

### **Literature Background**

According to Republic Act No. 9501 which is known as “Magna Carta for Micro, Small and Medium Enterprises (MSMEs)”, MSMEs have the potential for more employment generation and economic growth and therefore can help provide a self-sufficient industrial foundation for the country, it is hereby declared the policy of the State to promote, support, strengthen and encourage the growth and development of MSMEs in all productive sectors of the economy particularly rural/agri-based enterprises. To this end, the State shall recognize the specific needs of the MSMEs and shall undertake to promote entrepreneurship, support entrepreneurs, encourage the establishment of MSMEs and ensure their continuing viability and growth.

According to Republic Act No. 11494 which is also known as “Bayanihan to Recover As One Act”, Presidential Proclamation No. 922, s. 2020, was issued declaring a state of public health emergency throughout the Philippines due to the Coronavirus Disease 2019 (COVID-19). Thus, Republic Act No. 11469 or the “Bayanihan to Heal as One Act” was enacted declaring a state of national emergency over the entire country to control the spread of the disease. However, the rise of confirmed cases of COVID-19, and the serious threat to the health, safety, security, and lives of our countrymen persist. The severe disruption to livelihood and all other productive activity were reflected in the country’s

economic contraction during the first semester of 2020. In view of unabated spread of the COVID-19 virus and the ensuing economic disruption therefrom, the existence of a continuing national emergency is hereby affirmed in this Act.

According to Republic Act No. 9178, otherwise known as the “Barangay Micro Business Enterprises (BMBE) Act of 2002” it intends to hasten the country’s economic development by encouraging the formation and growth of barangay micro business enterprises. The BMBEs are meant to effectively serve as seedbeds of Filipino entrepreneurial talents. The Act encourages the informal sector to integrate with the mainstream economy, through the rationalization of bureaucratic restrictions, the active intervention of the government especially in the local level, and the granting of incentives and benefits. The ultimate goal of the Act is to generate much needed employment and alleviate poverty.

Expectancy theory will develop to explain work motivation and organizational behavior (Kanfer, 1990). It has since been used to explain additional behaviors, including entry into entrepreneurship. Expectancy is the belief or probability that an individual’s effort will result in the desired goal being achieved.

Resource dependence theory (RDT) argues that businesses depend on others within their environment for access to critical inputs such as materials, labor, labor, and cash (Pleffer & Salancik, 1978). Dependence thus generates uncertainty as the external parties may fail the firm for various reasons. Ventures react by putting in place strategies and structures that may decrease or eliminate

their dependence on external parties. While the strategies may have proved workable for normal modes of operation and typical disruptions, both the structures and strategies may not handle the supersonic speed and nature of pandemics. Additionally, while structures in place may be successful within typical short-term disruptions, they may not have any merit during pandemics that come with dynamic dependencies. Evidently, the extreme shifts in supply and demand that characterized the COVID-19 pandemic were enough to alter all equations; more so for the MSMEs.

Real options theory (Myers, 1977), has a focal point on how managers can make better decisions when faced with uncertainty; by creating real option for themselves in which they have an opportunity rather than an obligation to take daring decisions. Undoubtedly, pandemics such as COVID-19 have created the highest level of uncertainty in modern history, thus leaving the entrepreneurs in precarious situations.

Some managers quickly exploited the opportunity by swiftly changing their modes of operations, e.g. restaurants started offerings take away services only, supermarkets started offering deliveries at no cost upon customers placing online orders – thus the flexible businesses adopted a new normal which is likely to progress beyond the pandemic. Some businesses and economic too, have exploited the situation to gain a competitive advantage; such as China that has seized the opportunity to acquire European based infrastructure as well as technology (Rapoza, 2020).

According to Kye Parkin (2020) in the largest recent survey of its kind, 519 businesses across a wide variety of sizes and sectors responded to highlight the overwhelmingly negative impact of COVID-19, with 76% stating that their experience of the pandemic had been 'negative' or 'extremely negative' and only 9% describing the impact as being 'positive' or 'extremely positive'.

According to Laliberte-Alle (2020), COVID-19 had a positive impact on her business. It provided the opportunity to take a pause on client facing activities and work on project processes and back-end systems. After two months, the changes I've implemented have enabled me greater efficiency by accommodating an even larger amount of projects at the same time and streamlining a lot of the non-creative work.

According to Fayyas (2020), although COVID-19 has had a great impact on business continuity, business can reduce the impact if timely and accurate measures are taken. Due to the rise of coronavirus, there are chances that some businesses may think of exploring more solutions to reduce the potential impact of COVID-19 or other similar pandemic in future.

According to Cook (2015), the impact of crisis or disaster on a business enterprise should be of great concern to entrepreneurs as it affects current and future business performance.

Bartz and Winkler (2016) in their study of the performance of entrepreneurial firms during crisis found that micro-enterprises exhibit a relatively slow growth in crisis time, indicating fragility as compared to larger enterprises

which grow faster and more flexible. It is argued that crises are detrimental to micro-enterprises; hence entrepreneurs need to think of strategies to manage and plan for alternative approaches to lessen the impact of the crisis on their business.

According to Fabeil et al. (2020), the result of their study focuses in two main areas from the entrepreneurs' perspectives, i.e. (i) to understand the business continuity strategy and (ii) the business recovery plan employed by microenterprise in coping with crisis impact. The COVID-19 crisis can be regarded as a difficult situation for microenterprises due to its abruptic threats. The results suggest that there is no systematic or formal management to crisis employed by micro-enterprises; nonetheless, their responses towards crisis are more ad-hoc to reduce the impact. Entrepreneurs seemed to demonstrate their ability to survive in their business by undertaking several business continuity approaches and recovery strategies, especially in terms of product delivery and marketing. This finding is parallel to McCarthy (2003) who suggested that the experience of crisis leads entrepreneurs to act more rational and engage in planning when making decisions. Interestingly, the respondents viewed the economic stimulus fund provided by the government as a non-paramount remedy to reduce the impact of the crisis.

According to Bartik et al. (2020) in their study entitled "The Impact of COVID-19 on Small Business Outcomes and Expectations", they concluded that Small businesses employ almost fifty percent of American workers. Yet, our results underscore the financial fragility of many small businesses, and how

deeply affected they are by the current crisis. In our sample, which is skewed toward the retail sector, we found that 43 percent of businesses were temporarily closed and that employment had fallen by 40 percent. This represents a shock to America's small firms that has little parallel since the Great Depression of the 1930s. Our results suggest that many of these firms had little cash on hand toward the beginning of the pandemic, which means that they will either have to dramatically cut expenses, take on additional debt, or declare bankruptcy. This highlights the ways in which the immediacy of new funding might impact medium term outcomes.

According to Vandenberg et al. (2020), the survey findings indicate that enterprises faced severe difficulties due to the ECQ measures that restricted the movement of workers and consumers and business operations. These restrictions forced many businesses to temporarily close or reduce their operations. As a result, revenue has dried up while fixed costs must still be paid. From a business standpoint, the economy needs to reopen but, this must be balanced against the threat to public health and the need to control the spread of the virus. Like other countries around the world, the Philippines continue to face very difficult decisions in balancing these health and economic imperatives.

According to Shinozaki et al. (2021), the findings in their survey have shown that an average 73.1% of MSMEs were forced to close their business a few weeks after the COVID-19 outbreak and the lockdown measures implemented. This was more pronounced for small firms (76.4%) and those in services (72.7%). They immediately faced delays in the delivery of products and

services (average 50.5%, especially for medium-sized firms [71.8%] and agriculture [49.7%]), disrupted supply chains (average 47.3%, especially in medium-sized firms [68.7%] and manufacturing [54.9%]), and a sharp drop in the domestic demand (average 35.2%, especially in small firms [39.1%] and manufacturing [41.8%]). Only 2.3% of MSMEs on average reported no change in the business environment after the outbreak. Meanwhile, some groups of MSMEs (average 9.3%) reported a better business environment than before the pandemic, especially in microenterprises (14.5%) and agriculture (20.7%), due to the increased demand from households and firms for essential goods and services and healthcare.

The results of the study of Bashor et al. (2017), states that manager performance, entrepreneurial orientation factors, business growth and creativity directly have a positive effect on competitive advantage.

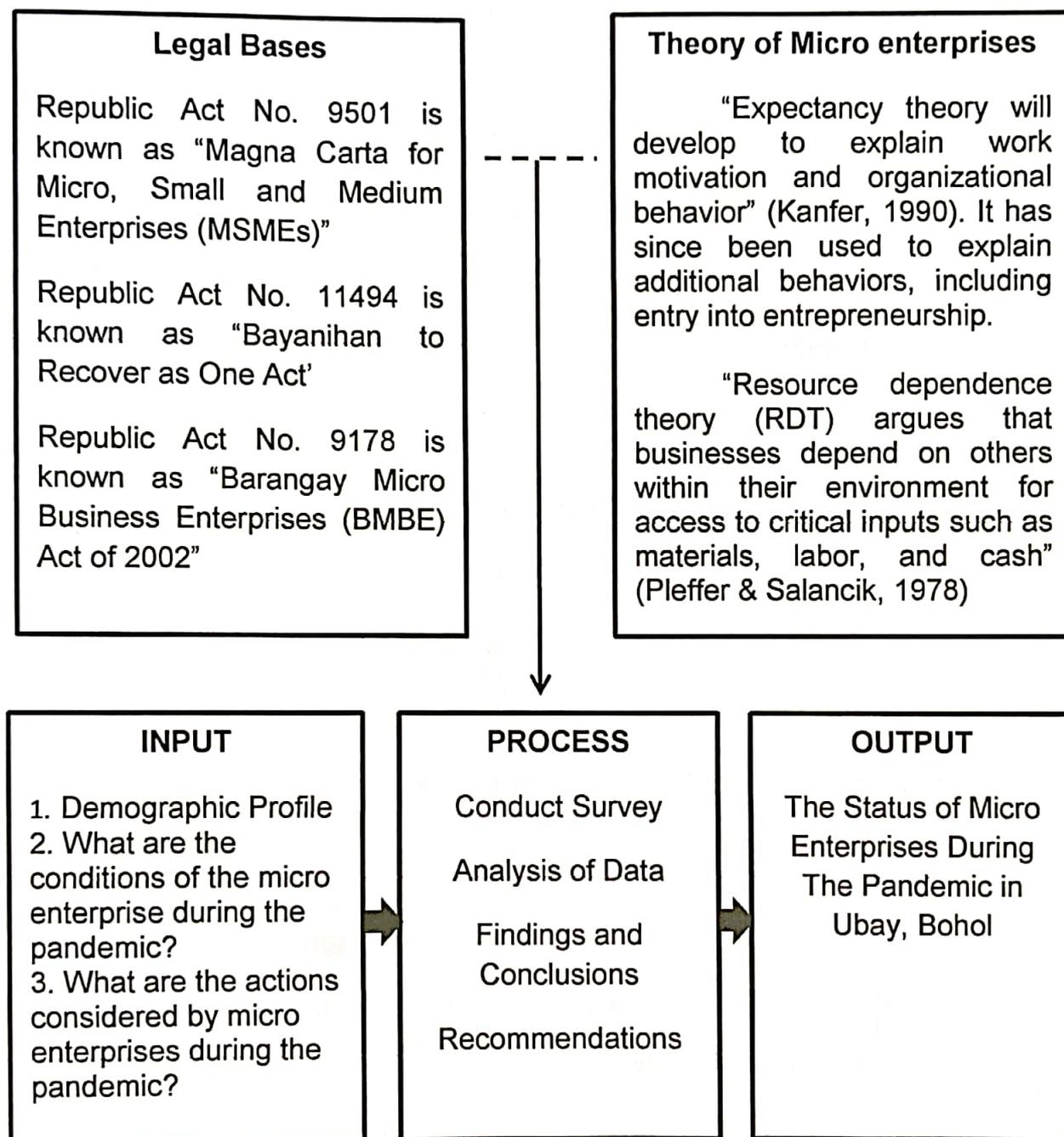


Figure1. Theoretical and Conceptual Framework

## THE PROBLEM

### Statement of the Problem

This study examines the status of micro enterprises during the pandemic in Ubay, Bohol. Thus, this research aims to investigate the status of the micro enterprises during the COVID-19 pandemic in Ubay, Bohol. Specifically, the research sought to answer the following questions:

1. What is the profile of the micro enterprises in terms of:
  - 1.1 type of the business ;
  - 1.2 age of the business;
2. What are the conditions of the micro enterprise during the pandemic?
3. What are the actions considered by micro enterprises during the pandemic?

### Significance of the Study

This study is beneficial to the following:

**Entrepreneurs.** This study would help them as their basis if it still possible to engage in a business during this time of pandemic.

**Local Government Unit (LGU).** This study would inform them that micro enterprises will generate high levels of revenue, which means that the micro enterprises will pay higher taxes, including local property taxes.

**Local Community.** This would give them knowledge that that micro enterprises contribute in local organizations by sponsoring teams, participating in community events and donating to local non-profits.

**Employee.** This study would help employees by letting them know that micro enterprises offer jobs, as well as insurances and other benefits which are an advantage to them.

**Future researchers.** This study can be a basis for some related for the coming researchers and studies.

### **Scope and Limitations of the Study**

This study is conducted primarily for the purpose of knowing the status of micro enterprises during the pandemic in Ubay, Bohol.

This study is limited of the status of micro enterprises such as grocery stores, shops, pastries, eateries, fruit and vegetable stands chosen at convenience sampling. The researchers provided survey questionnaire to 100 micro enterprise owners but only 30 of them responded during the conduct of the study. The conduct of the study is limited on the availability of real data provided by the respondents in the questionnaires and surveys.

## **RESEARCH METHODOLOGY**

### **Design**

This research has utilized the descriptive method to obtain feedback on aspects relevant to the study. The main tool for gathering data is through a survey questionnaire and used a simple percentage and weighted mean score.

## **Environment and Participants**

This was conducted in the Municipality in Ubay, and the Province of Bohol. The respondents are the owner of the micro enterprises. The researchers would determine whether such an enterprise is micro through criteria.

## **Instrument**

In the conduct of the survey, the Likert scale would be used by the researchers in conducting the survey. The Likert scale is a psychometric scale that is used in surveys to ask questions. The respondents would respond always, sometimes, frequently, rarely and never with the researchers providing their own self-made questionnaires for the survey.

## **Procedures**

For the conduct of the study, the researchers would secure a letter of permission from the Municipal Mayor of Ubay, Captain, and have permission from the business owners. The micro enterprises owner would be given a questionnaire personally and an informed consent letter explaining the purpose of the research and assuring the confidentiality of responses. A survey form was chosen as the primary data gathering procedure for this research because of its prevalence in micro enterprises. It is recommended that the survey be answered immediately so that the researcher can entertain questions from the respondents.

## Statistical Treatment

To determine the rate of impact of the pandemic on micro enterprises as a result of the survey, the researchers would employ the percentage formula and average weighted mean:

Formula:

$$P = \frac{f}{n} \times 100$$

Where:

P = percentage

f = frequency

n = number of respondents

The weighted mean was used to determine the status of micro enterprises during the pandemic in Ubay, Bohol.

$$WMS = \frac{5(f_5) + 4(f_4) + 3(f_3) + 2(f_2) + 1(f_1)}{n}$$

Where:

f = frequency

n = number of respondents

## DEFINITION OF TERMS

For a better and clearer understanding of the study, the following terms are operationally defined.

**Micro Enterprise.** A micro enterprise is a business which sells goods and/or services to a local area or a local market. It employs less than 10 people generally and is geographically restricted. Microenterprises add value to a country's economy by creating jobs, enhancing income, strengthening purchasing power, lowering costs and adding business convenience.

**Micro enterprise Actions.** These are the strategies or ways made by the micro enterprise owner during the pandemic.

**Micro Enterprise Conditions.** These are the situations of the micro enterprises.

**Micro enterprise in Ubay Bohol.** The micro enterprises in Ubay Bohol were grocery stores, eateries, pastries, fruit and vegetable stands, food stalls, tailoring shops, dry goods, thrift shops, funeral homes, fish markets and other shops.

**Micro enterprise Owner.** This is the person who established and manages the micro enterprise.

**Status of Pandemic.** This refers to the conditions of micro enterprise during the pandemic.

## CHAPTER 2

### PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA

This chapter encloses the presentation, analysis and interpretation of data gathered and collected from the retrieved questionnaire. The data of the study were taken from the results on the inquiry that was made to determine the business profile of the respondents in terms of (type of business and age of business), the conditions of micro enterprise and the actions considered by micro enterprises.

Table 1 presents the business profile in terms of type of business and age of business of micro enterprises in Ubay, Bohol.

**Type of business.** The study reveals that the type of business which got the highest frequency is the merchandising business with 18 or 60%. However, the service type of business got the lowest frequency of 4 or 13.3%.

**Age of business.** The result shows that the age of more than 10 years got the highest frequency of 15 or 50% while the 7 to 9 years got the lowest frequency of 2 or 6.7%.

**Table 1**

**Business Profile of the Respondents  
n=30**

| <b>Business Profile</b> | <b>Frequency</b> | <b>Percentage</b> |
|-------------------------|------------------|-------------------|
| <b>Type of Business</b> |                  |                   |
| Manufacturing           | 8                | 26.7 %            |
| Merchandising           | 18               | 60 %              |
| Service                 | 4                | 13.3 %            |
| <b>Total</b>            | <b>30</b>        | <b>100 %</b>      |
| <b>Age of Business</b>  |                  |                   |
| 1 to 3 years            | 10               | 33.3 %            |
| 4 to 6 years            | 3                | 10 %              |
| 7 to 9 years            | 2                | 6.7 %             |
| More than 10 years      | 15               | 50 %              |
| <b>Total</b>            | <b>30</b>        | <b>100 %</b>      |

Table 2 shows some micro enterprise conditions in Ubay, Bohol. The data reveals that the condition which has the highest weighted mean of 3.37 or moderate condition, indicating that their products/services were affordable as based on the market price. Meanwhile, the condition which has the lowest weighted mean of 1.89 (negative condition), indicating that the enterprise is having enough liquid assets to maintain business. The overall weighted mean is 2.98 or moderate condition. It implies that the micro-enterprises have neither 2.98 or moderate condition.

**Table 2**  
**Micro Enterprise Conditions**  
**n=30**

| Statements   | WM          | DI                        |
|--|-------------|---------------------------|
| 1. The products/service was affordable as based on the market price.         | 3.37        | Moderate Condition        |
| 2. The total sales went high.  | 2.87        | Moderate Condition        |
| 3. The enterprise is having enough contingency budgets to maintain business. | 3.27        | Moderate Condition        |
| 4. The enterprise's production remained constant.                            | 3.34        | Moderate Condition        |
| 5. The total revenue went high.  | 2.93        | Moderate Condition        |
| 6. The enterprise is having enough liquid assets to maintain business.       | 1.89        | Negative Condition        |
| 7. The number of customers is increasing.                                    | 2.93        | Moderate Condition        |
| 8. The enterprise is having enough savings to maintain business.             | 3.03        | Moderate Condition        |
| 9. The enterprise has problems in dealing with finances.                     | 3.12        | Moderate Condition        |
| 10. There have been a large number of customers in the enterprise.           | 2.81        | Moderate Condition        |
| 11. The enterprise incurred debt.  | 3.30        | Moderate Condition        |
| <b>OVERALL WEIGHTED MEAN</b>   | <b>2.98</b> | <b>Moderate Condition</b> |

Legend:

|   | Range       | Description       | Descriptive Interpretation |
|---|-------------|-------------------|----------------------------|
| 5 | 4.21 – 5.00 | Strongly Agree    | Very Positive Condition    |
| 4 | 3.41 – 4.20 | Agree             | Positive Condition         |
| 3 | 2.61 – 3.40 | Neutral           | Moderate Condition         |
| 2 | 1.81 – 2.60 | Disagree          | Negative Condition         |
| 1 | 1.00 - 1.80 | Strongly Disagree | Very Negative Condition    |

Table 3 presents some of the action considered by micro enterprises. The result shows that the action with the highest weighted mean of 4.14 or frequently, indicating that the enterprise produces quality goods or services that can satisfy the customers. However, the action with the lowest weighted mean of 3.10 or sometimes, specifying that the enterprise is using social media to promote the business. The overall weighted mean is 3.67 or frequently. It implies that the micro enterprises frequently consider some actions for their businesses.

**Table 3**  
**Action Considered by Micro Enterprise**  
**n=30**

| Statements   | During      |                   |
|--|-------------|-------------------|
|  | WM          | DI                |
| 1. The enterprise produces quality goods or services that can satisfy the customers.   | 4.14        | Frequently        |
| 2. The enterprise is fighting to survive the crisis by continuing their business operation.  | 3.97        | Frequently        |
| 3. The enterprise is adapting to changes.  | 3.96        | Frequently        |
| 4. The enterprise provides excellent customer service and good communication.  | 3.96        | Frequently        |
| 5. The enterprise provides its employees with physical working conditions that are safe, not harmful to their health, and not stressful. | 3.79        | Frequently        |
| 6. The enterprises meet the demands of customers.  | 3.54        | Frequently        |
| 7. The enterprise sees more business opportunities.  | 3.17        | Sometimes         |
| 8. The enterprise is launching new products.   | 3.47        | Frequently        |
| 9. The enterprise is using social media to promote the business.   | 3.10        | Sometimes         |
| <b>OVERALL WEIGHTED MEAN</b>   | <b>3.67</b> | <b>Frequently</b> |

**Legend:**

|   |             |            |
|---|-------------|------------|
| 5 | 4.21 – 5.00 | Always     |
| 5 | 3.41 – 4.20 | Frequently |
| 3 | 2.61 – 3.40 | Sometimes  |
| 2 | 1.81 – 2.60 | Rarely     |
| 1 | 1.00 – 1.80 | Never      |

## CHAPTER 3

### SUMMARY OF FINDINGS, CONCLUSIONS AND RECOMMENDATIONS

This chapter presents the summary of findings, conclusions, and recommendations of the study.

#### Summary

The main objective of this study was to determine the status of micro enterprise during the pandemic in Ubay, Bohol.

It further aimed to answer the following problems: the conditions of the micro enterprise and the actions considered by micro enterprise. Specifically, the researchers aimed to determine the status of micro enterprises during the pandemic in Ubay, Bohol.

The researchers handed out 100 questionnaires but only 30 micro enterprises responded. This study used the descriptive-survey with self-made questionnaires as a main tool of gathering data from the micro enterprises in Ubay, Bohol. The data were analyzed using the simple percentage to get the desired data and average weighted mean.

#### Findings

1. After the analysis of the study, the researchers came up with the following findings: Based on the data obtained from the survey of demographic profile of the business. The findings showed that out of 30 respondents, most businesses are merchandising with the frequency of 18 (60%) and has age of more than 10 years with the frequency of 15 (50%).

2. Based on the data obtained from the survey of demographic profile of the business. The findings showed that out of 30 respondents, most businesses are merchandising with the frequency of 18 (60%) and has age of more than 10 years with the frequency of 15 (50%).
3. As to micro enterprise conditions during the pandemic, the conditions with the highest weighted mean of 3.37 or moderate condition, indicating that their products/services were affordable as based on the market price. The overall weighted mean was 2.98 or moderate condition which implies that the micro-enterprises have neither good nor bad conditions during the pandemic.
4. As to the actions considered by micro enterprise, the actions with the highest weighted mean of 4.14 or frequently, indicating that the enterprise produces quality goods or services that can satisfy the customers. The overall weighted mean was 3.67 or frequently, which implies that the micro enterprises often consider some actions for their businesses.

## **Conclusions**

The micro enterprises during pandemic have neither good nor bad conditions. In addition, the actions considered by the micro enterprises during pandemic were frequently taken. Therefore, the status of micro enterprises in Ubay, Bohol is moderate or unaffected since the micro enterprise owners have taken actions to cope up with the pandemic.

## Recommendations

1. The micro enterprises should create contingency plans for both the best-case and worst-case scenarios.
2. Entrepreneurs should develop a good communication plan to reach out to their clients, partners, suppliers, investors, and other stakeholders.
3. Micro enterprises should be updated with their business policies, operations and conditions.
4. Micro enterprises should adapt to changes and should make use of the technology in promoting the services or products and utilize it for research and ideas.

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## APPENDIX A

### LETTERS



Republic of the Philippines  
**BOHOL ISLAND STATE UNIVERSITY**  
 Bilar Campus  
 Zamora, Bilar, Bohol



**Vision:** A premier S & T for the formation of a world class and virtuous human resource for sustainable development in Bohol and the country.

**Mission:** BISU is committed to provide quality higher education in the arts and sciences, as well as in the professional and technology fields; undertake research and development and extensions services for the sustainable development of Bohol and the country.

**COLLEGE OF TECHNOLOGY AND ALLIED SCIENCES**  
 Department of Business and Office Administration

### APPROVAL SHEET

This is to certify that the questionnaire of the researchers, Jayia Butlay, Rogine Galula, Jenalyn Lamoste and Cecille Tablon, Bachelor of Science in Office Administration, entitled **THE STATUS OF MICRO ENTERPRISES DURING THE PANDEMIC IN, UBAY, BOHOL** can be conducted with their chosen respondents as subject requirement for Research 2 (OAPE 10).

| Thesis Committee:                              | Signature | Date  |
|--|-----------|-------|
| JES MARIES M. MENDEZ<br>Thesis Adviser         | _____     | _____ |
| DONNA RUTH P. TALO<br>Statistician             | _____     | _____ |
| ARLEN B. GUDMALIN, Ph. D<br>Subject Instructor | _____     | _____ |



Republic of the Philippines  
**Bohol Island State University Bilar Campus**  
 Zamora, Bilar, Bohol



November 8, 2021

**HON. ALFREDO D. BONGHANOY**  
 Barangay Captain  
 Poblacion, Ubay, Bohol

Dear Captain Bonghanoy:

Good Day!

We, the **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION** 4<sup>th</sup> year students of Bohol Island State University – Bilar Campus will be conducting a research study entitled “**THE STATUS OF MICRO ENTERPRISES DURING THE PANDEMIC IN, UBAY, BOHOL**” in partial favourable of our subject **OA** research 2.

In this connection, we would like to ask permission from your good office to allow us to conduct the said study above to 50 respondents in Poblacion, Ubay. We will make sure to observe health and safety protocols. Rest assured that confidentiality of the data will be observed during the conduct.

We are hoping for your favourable response and be part in our educational completion and success.

Thank you and more power.

Very respectfully yours,

**JAYIA C. BUTLAY**

**ROGINE J. GALULA**

**JENALYN P. LAMOSTE**

**CECILLE D. TABLON**

Noted by:

**JES MARIES M. MENDEZ**  
 Thesis Adviser

Approved by:

**HON. ALFREDO D. BONGHANOY**  
 Barangay Captain



Republic of the Philippines  
**Bohol Island State University Bilar Campus**  
 Zamora, Bilar, Bohol



November 8, 2021

**HON. CONSTANTINO H. REYES**  
 Municipality Mayor  
 Ubay, Bohol

Dear Mayor Reyes:

Good Day!

We, the **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION 4<sup>th</sup>** year students of Bohol Island State University – Bilar Campus will be conducting a research study entitled **“THE STATUS OF MICRO ENTERPRISES DURING THE PANDEMIC IN, UBAY, BOHOL”** in partial favourable of our subject **OA** research 2.

In this connection, we would like to ask permission from your good office to allow us to conduct the said study above to 50 respondents in Poblacion, Ubay. We will make sure to observe health and safety protocols. Rest assured that confidentiality of the data will be observed during the conduct.

We are hoping for your favourable response and be part in our educational completion and success.

Thank you and more power.

Very respectfully yours,

**JAYIA C. BUTLAY**

**ROGINE J. GALULA**

**JENALYN P. LAMOSTE**

**CECILLE D. TABLON**

Noted by:

**JES MARIES M. MENDEZ**  
 Thesis Adviser

Approved by:

**HON. CONSTANTINO H. REYES**  
 Municipal Mayor



Republic of the Philippines  
**Bohol Island State University Bilar Campus**  
 Zamora, Bilar, Bohol



November 8, 2021

**DR. MARIETA C. MACALOLOT**  
 Campus Director  
 BISU-Bilar

Dear Dr. Macalolot:

Good Day!

We, the **BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION 4<sup>th</sup>** year students of Bohol Island State University – Bilar Campus will be conducting a research study entitled **“THE STATUS OF MICRO ENTERPRISES DURING THE PANDEMIC IN, UBAY, BOHOL”** in partial favourable of our subject **OA** research 2.

In this connection, we would like to ask permission from your good office to allow us to conduct the said study above to 50 respondents in Poblacion, Ubay. We will make sure to observe health and safety protocols. Rest assured that confidentiality of the data will be observed during the conduct.

We are hoping for your favourable response and be part in our educational completion and success.

Thank you and more power.

Very respectfully yours,

**JAYIA C. BUTLAY**

**ROGINE J. GALULA**

**JENALYN P. LAMOSTE**

**CECILLE D. TABLON**

Noted by:

**JES MARIES M. MENDEZ**  
 Thesis Adviser

Approved by:

**MARIETA C. MACALOLOT, PhD**  
 Campus Director

**APPENDIX B**  
**Instrument**  
**Questionnaires**



Republic of the Philippines  
**BOHOL ISLAND STATE UNIVERSITY**  
Bilar Campus  
Zamora, Bilar, Bohol



**Vision:** A premier S & T for the formation of a world class and virtuous human resource for sustainable development in Bohol and the country.

**Mission:** BISU is committed to provide quality higher education in the arts and sciences, as well as in the professional and technology fields; undertake research and development and extensions services for the sustainable development of Bohol and the country.

Dear Respondents,

The researchers are conducting a study on "The Impact of pandemic on Micro enterprise". In relation to this we would like to ask your participation in answering the questionnaire. Please answer the following questions sincerely and honestly. Rest assured that your answers will be treated confidentially and will be used for academic purpose only. Thank you very much for your cooperation.

The Researchers

### Survey Questionnaire

#### I. PROFILE OF THE MICRO ENTERPRISES

1. What is your business name?

\_\_\_\_\_

2. Type of your business:

a. Service (*please specify*): \_\_\_\_\_

b. Merchandising (*please specify*): \_\_\_\_\_

c. Manufacturing (*please specify*): \_\_\_\_\_

## 3. Age of your business:

- less than 1 year  
 1 to 3 years  
 4 to 6 years  
 7 to 9 years  
 more than 10 years

## II. MICRO ENTERPRISE CONDITIONS

Directions: Kindly put check (/) to the number according to your micro enterprises conditions.

- 1- Strongly Disagree (Very Negative)    2- Disagree(Negative) 3- Neutral (Moderate)  
 4- Agree (Positive)                      5- Strongly Agree (Very Positive)

| Statements   | During the Pandemic |   |   |   |   |
|--|---------------------|---|---|---|---|
|  | 1                   | 2 | 3 | 4 | 5 |
| 1. The total sales were high.  |                     |   |   |   |   |
| 2. The total revenue went high.  |                     |   |   |   |   |
| 3. The enterprise is having enough savings to maintain business.             |                     |   |   |   |   |
| 4. The enterprise is having enough liquid assets to maintain business.       |                     |   |   |   |   |
| 5. The enterprise is having enough contingency budgets to maintain business. |                     |   |   |   |   |
| 6. The enterprise incurred no debt.  |                     |   |   |   |   |
| 7. The number of customers is increasing.                                    |                     |   |   |   |   |
| 8. There have been a large number of customers in the enterprise             |                     |   |   |   |   |
| 9. The products were affordable as based on the market price.                |                     |   |   |   |   |
| 10. The enterprise was not having problems in dealing with finances.         |                     |   |   |   |   |
| 11. The enterprise's production remained constant.                           |                     |   |   |   |   |

### III. ACTION CONSIDERED BY MICRO ENTERPRISES

| Statements   | During the pandemic |   |   |   |   |
|--|---------------------|---|---|---|---|
|  | 1                   | 2 | 3 | 4 | 5 |
| 1. The enterprise produces quality goods or services that can satisfy the customers.   |                     |   |   |   |   |
| 2. The enterprise is fighting to survive the crisis by continuing their business operation.  |                     |   |   |   |   |
| 3. The enterprise is adapting to changes.  |                     |   |   |   |   |
| 4. The enterprise provides excellent customer service and good communication.  |                     |   |   |   |   |
| 5. The enterprise provides its employees with physical working conditions that are safe, not harmful to their health, and not stressful. |                     |   |   |   |   |
| 6. The enterprises meet the demands of customers.  |                     |   |   |   |   |
| 7. The enterprise sees more business opportunities.  |                     |   |   |   |   |
| 8. The enterprise is launching new products.   |                     |   |   |   |   |
| 9. The enterprise is using social media to promote the business.   |                     |   |   |   |   |

## RAW DATA

| Respondents                    | Type of Business | Age of Business    | Micro Enterprise Conditions |   |   |   |   |   |   |   |   |    |    | Actions Considered by Micro Enterprises |   |   |   |   |   |   |   |   |   |
|--------------------------------|------------------|--------------------|-----------------------------|---|---|---|---|---|---|---|---|----|----|---|---|---|---|---|---|---|---|---|---|
|                                |                  |                    | 1                           | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 1                                       | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |   |
|                                |                  |                    | D                           | D | D | D | D | D | D | D | D | D  | D  | D                                       | D | D | D | D | D | D | D |   |   |
| 1. Cherry's Pizza              | Manufacturing    | More than 10 years | 5                           | 5 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 5  | 5                                       | 5 | 5 | 4 | 4 | 5 | 4 | 5 | 5 |   |
| 2. Ramirez Corner              | Merchandising    | More than 10 years | 4                           | 4 | 4 | 4 | 2 | 2 | 2 | 2 | 4 | 4  | 4  | 4                                       | 4 | 4 | 4 | 3 | 4 | 4 | 4 | 4 | 4 |
| 3. Bingbing Native Products    | Manufacturing    | More than 10 years | 3                           | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3  | 4  | 2                                       | 2 | 5 | 4 | 4 | 4 | 2 | 5 | 5 | 5 |
| 4. General Merchandise         | Merchandising    | More than 10 years | 2                           | 2 | 2 | 3 | 3 | 2 | 1 | 2 | 3 | 2  | 2  | 4                                       | 3 | 4 | 2 | 3 | 1 | 3 | 3 | 3 | 3 |
| 5. CRU Enterprise              | Merchandising    | More than 10 years | 4                           | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 4 | 4  | 3  | 5                                       | 3 | 4 | 3 | 4 | 3 | 4 | 4 | 4 | 4 |
| 6. Martina Boyles' Store       | Merchandising    | 1 to 3 years       | 3                           | 3 | 4 | 4 | 5 | 3 | 3 | 3 | 4 | 4  | 2  | 4                                       | 4 | 5 | 4 | 4 | 4 | 3 | 5 | 4 | 4 |
| 7. RS & Lovely Corner          | Manufacturing    | More than 10 years | 3                           | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 3  | 3                                       | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 4 |
| 8. Kendary Cake Hauz           | Manufacturing    | 1 to 3 years       | 4                           | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 4 | 4  | 4  | 5                                       | 5 | 5 | 5 | 5 | 5 | 4 | 5 | 5 | 4 |
| 9. JK Star                     | Merchandising    | 4 to 6 years       | 3                           | 3 | 4 | 4 | 4 | 3 | 3 | 4 | 3 | 3  | 4  | 4                                       | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 10. Juliana Convenience Store  | Merchandising    | 1 to 3 years       | 4                           | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 4  | 5                                       | 3 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 11. Pacifica Aggrivet Supply   | Merchandising    | More than 10 years | 4                           | 4 | 4 | 4 | 4 | 4 | 3 | 3 | 4 | 4  | 3  | 5                                       | 4 | 4 | 4 | 5 | 4 | 4 | 4 | 5 | 5 |
| 12. Nina Sandra Eatery         | Service          | 7 to 9 years       | 2                           | 2 | 2 | 4 | 2 | 4 | 4 | 4 | 4 | 4  | 4  | 4                                       | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 5 |
| 13. V & M Marketing            | Merchandising    | 1 to 3 years       | 2                           | 2 | 3 | 3 | 4 | 3 | 2 | 5 | 4 | 3  | 2  | 5                                       | 5 | 5 | 4 | 5 | 3 | 5 | 5 | 5 | 5 |
| 14. MM Home Depot              | Merchandising    | More than 10 years | 2                           | 2 | 5 | 5 | 3 | 2 | 2 | 4 | 3 | 3  | 2  | 5                                       | 4 | 3 | 3 | 4 | 3 | 4 | 4 | 4 | 4 |
| 15. ZRS Cycle Center           | Service          | 7 to 9 years       | 2                           | 2 | 2 | 2 | 1 | 3 | 3 | 4 | 2 | 3  | 2  | 5                                       | 4 | 3 | 2 | 3 | 3 | 3 | 3 | 4 | 4 |
| 16. LynRost Bakeshop           | Manufacturing    | 1 to 3 years       | 4                           | 4 | 2 | 3 | 3 | 4 | 4 | 3 | 1 | 4  | 4  | 5                                       | 5 | 4 | 1 | 3 | 3 | 3 | 4 | 3 | 3 |
| 17. Ramie School Supplies      | Merchandising    | 1 to 3 years       | 3                           | 3 | 3 | 3 | 4 | 3 | 3 | 4 | 4 | 4  | 3  | 4                                       | 4 | 4 | 4 | 5 | 4 | 3 | 5 | 4 | 4 |
| 18. 7Dwarfs Cakes & Pastries   | Service          | 4 to 6 years       | 3                           | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3  | 3  | 3                                       | 3 | 3 | 3 | 4 | 3 | 4 | 4 | 4 | 4 |
| 19. CRN Furniture Marketing    | Manufacturing    | More than 10 years | 2                           | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2  | 2  | 2                                       | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 20. MG Fashion Shop            | Merchandising    | 1 to 3 years       | 2                           | 2 | 2 | 3 | 3 | 3 | 3 | 4 | 3 | 3  | 3  | 4                                       | 4 | 3 | 4 | 4 | 3 | 4 | 4 | 4 | 4 |
| 21. NutriMart Enterprises Inc. | Merchandising    | More than 10 years | 2                           | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 1 | 1  | 2  | 4                                       | 5 | 4 | 4 | 4 | 5 | 3 | 5 | 4 | 5 |
| 22. MI Tech                    | Merchandising    | 1 to 3 years       | 3                           | 3 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4  | 2  | 5                                       | 4 | 5 | 5 | 5 | 4 | 5 | 5 | 5 | 5 |

|                            |               |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|----------------------------|---------------|--------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 23.D'Dales Shopping Center | Merchandising | 4 to 6 years       | 2 | 4 | 3 | 3 | 4 | 3 | 2 | 2 | 3 | 3 | 3 | 5 | 4 | 3 | 3 | 3 | 3 | 2 | 3 | 4 |
| 24.Nildy Cycle Parts       | Merchandising | More than 10 years | 3 | 3 | 3 | 3 | 4 | 3 | 4 | 4 | 4 | 4 | 2 | 4 | 4 | 4 | 2 | 4 | 3 | 4 | 4 | 4 |
| 25. Kurt's Chicken         | Merchandising | More than 10 years | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 5 | 4 | 4 | 4 | 4 | 4 | 4 |
| 26. Lance Snack House      | Manufacturing | 1 to 3 years       | 2 | 2 | 3 | 3 | 2 | 3 | 3 | 4 | 3 | 4 | 4 | 2 | 2 | 5 | 5 | 4 | 3 | 5 | 5 | 4 |
| 27. Richard Pascual Store  | Merchandising | More than 10 years | 3 | 3 | 3 | 3 | 4 | 3 | 3 | 4 | 2 | 2 | 2 | 4 | 3 | 2 | 3 | 4 | 2 | 4 | 4 | 4 |
| 28.Xian's Letchon Manok    | Manufacturing | More than 10 years | 3 | 3 | 4 | 4 | 4 | 2 | 2 | 4 | 4 | 4 | 4 | 5 | 5 | 5 | 4 | 4 | 4 | 5 | 4 | 5 |
| 29. JKS Footwear Trading   | Merchandising | 1 to 3 years       | 2 | 2 | 2 | 2 | 4 | 2 | 2 | 4 | 2 | 4 | 4 | 4 | 2 | 4 | 4 | 4 | 3 | 4 | 4 | 4 |
| 30. Lotes Copy Center      | Service       | More than 10 years | 3 | 3 | 2 | 2 | 4 | 2 | 2 | 4 | 2 | 2 | 4 | 5 | 4 | 5 | 3 | 4 | 2 | 5 | 4 | 4 |

## RESEARCHER'S BIODATA

### I. PERSONAL INFORMATION

Name: Jayia C. Butlay  
Address: Bulilis, Ubay, Bohol  
Birthdate: December 31, 1999  
Birthplace: Bulilis, Ubay, Bohol  
Civil Status: Single  
Parents: Mr. Carlito B. Cuyag  
Mrs. Girlie B. Cuyag



### II. EDUCATIONAL ATTAINMENT:

Elementary: Bulilis Elementary School  
Bulilis, Ubay, Bohol  
2011-2012  
Secondary: Bulilis National High School  
Bulilis, Ubay, Bohol  
2017-2018  
Collegiate: Bohol Island State University  
Zamora, Bilar, Bohol  
2021-2022

### III. SEMINARS ATTENDED

- Anti- Criminality Prevention Campaign Theme: "Students Policing for a Safe and Peaceful Community" (September 2, 2019)
- Drug Awareness Program
- Teenage Pregnancy Awareness

**IV. ACHIEVEMENTS**

- National Service Training Program (ROTC)

**V. DEGREE EARNED**

- Bachelor of Science in Office Administration ( 2021-2022)

## RESEARCHER'S BIODATA

### I. PERSONAL INFORMATION

Name: Rogine J. Galula  
Address: San Pascual, Ubay, Bohol  
Birthdate: June 17, 1999  
  
Birthplace: Bulua, Cagayan de Oro City  
Civil Status: Single  
Parents: Mr. Romulo M. Galula  
Mrs. Segundina J. Galula



### II. EDUCATIONAL ATTAINMENT:

Elementary: Iponan Elementary School  
Iponan, Cagayan de Oro City  
2011-2012  
  
Secondary: Iponan National High School  
Iponan, Cagayan de Oro City  
2017-2018  
  
Collegiate: Bohol Island State University  
Zamora, Bilar, Bohol  
2021-2022

### III. SEMINARS ATTENDED

- Anti- Criminality Prevention Campaign Theme: "Students Policing for a Safe and Peaceful Community" (September 2, 2019)
- Drug Awareness Program
- Teenage Pregnancy Awareness

**IV. ACHIEVEMENTS**

- NCIII Bookkeeping Passer

**V. DEGREE EARNED**

- Bachelor of Science in Office Administration ( 2021-2022)

## RESEARCHER'S BIODATA

### I. PERSONAL INFORMATION

Name: Jenalyn Lamoste  
Address: Tomoc, San Miguel, Bohol  
Birthdate: July 13, 1998  
Birthplace: San Miguel, Bohol  
Civil Status: Single  
Parents: Mr. Bernardo S. Lamoste  
Mrs. Zacarina M. Lamoste



### II. EDUCATIONAL ATTAINMENT:

Elementary: Tomoc Elementary School  
Tomoc, San Miguel, Bohol  
2011-2012  
Secondary: Mahayag National High School  
Mahayag, San Miguel, Bohol  
2017-2018  
Collegiate: Bohol Island State University  
Zamora, Bilar, Bohol  
2021-2022

### III. SEMINARS ATTENDED

- Sangguniang Kabataan Mandatory Training (June 23, 2018)
- Anti- Criminality Prevention Campaign Theme: "Students Policing for a Safe and Peaceful Community" (September 2, 2019)
- Drug Awareness Program
- Teenage Pregnancy Awareness

#### **IV. ACHIEVEMENTS**

- National Service Training Program (ROTC)

## RESEARCHER'S BIODATA

### I. PERSONAL INFORMATION

Name: Cecille D. Tablon  
Address: Balbalan, Dimiao, Bohol  
Birthdate: February 2, 1999  
Birthplace: Balbalan, Dimiao, Bohol  
Civil Status: Single  
Parents: Mr. Temoteo C. Tablon  
Mrs. Elizabeth D. Tablon



### II. EDUCATIONAL ATTAINMENT:

Elementary: Banban Elementary School  
Banban, Dimiao, Bohol  
2011-2012  
Secondary: Dimiao National High School  
Puanyuta, Dimiao, Bohol  
2017-2018  
Collegiate: Bohol Island State University  
Zamora, Bilar, Bohol  
2021-2022

### III. SEMINARS ATTENDED

- Anti- Criminality Prevention Campaign Theme: "Students Policing for a Safe and Peaceful Community" (September 2, 2019)
- Drug Awareness Program
- Teenage Pregnancy Awareness

**IV. ACHIEVEMENTS**

- NCII Bread and Pastry Passer

**VI. DEGREE EARNED**

- Bachelor of Science in Office Administration ( 2021-2022)